



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MENDOCINO  
CLASSIFICATION SPECIFICATION**



<b>CLASS TITLE</b>	<b>COURT SERVICES TECHNICIAN I</b>
<b>CLASS CODE</b>	<b>870656</b>
<b>REPORTS TO:</b>	<b>COURT SERVICES MANAGER I/II</b>
<b>FLSA STATUS</b>	<b>N</b>

Descriptions provided at the higher-level build on and include all of the skills listed for the previous levels within the Court Services Technician Series. Some of the requirements listed for a level may not be representative of all employees at that level. Employees at one level may have some of the requirements associated with a higher level.

**JOB SCOPE AND DISTINGUISHING FEATURES:**

This is the training/entry level classification of this series. Incumbents, under close supervision, are trained to process applicable legal forms and documents, how to collect, distribute, and balance fees and deposits of funds, and learn the necessary and appropriate legal terminology and procedures in support of one of the assigned major divisions of the court (accounting/traffic, civil, small claims, juvenile and criminal). Incumbents perform a wide variety of routine clerical work. As tasks are learned, direct supervision decreases and the incumbent is expected to perform at the entry level as they rotate through and demonstrate proficiency in all other positions within the division assigned. This class is distinguished from the next higher class of Court Clerk II in that incumbents in the latter class routinely perform clerical duties requiring the exercise of initiative and judgment significantly beyond that of the entry level, and may be assigned courtroom support functions.

Impact is primarily within the department of functional area. Completes tasks of limited scope and complexity.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Opens, sorts, distributes mail

Organizes standard files

Pulls documents, delivers and picks up records

Enters base case data

Operates electronic recording equipment

Accepts and processes fines and may perform other cashier responsibilities.

Receive and examine legal documents for sufficiency, completeness, conformity, jurisdiction and/or validity before acceptance for action by the Courts.

Sort documents for processing through the local judicial system.

Gather information needed to respond to inquiries by researching case status, case documents and file notations or rules/procedures/codes on specific questions.

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**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)(Continued)

Copy materials requested from files and send to appropriate individuals/agencies

Prepare document files; assigns identification codes.

Type/print labels; files a variety of legal documents and related case materials.

Prepare and use indices to locate materials

Follow procedures for updating and/or purging files.

Perform ministerial work (e.g. exhibit maintenance or forms/supply inventory) and associated clerical processing or record keeping tasks.

Verify, enter, retrieve and correct/update information in manual and/or automated information storage system including automated case records (e.g., dockets and processing files), checking warrants, case status.

Type reports and any other court ordered documents.

Reconcile data posted to automated and manual reports and record keeping systems.

Efficiently use office equipment such as word/data processors, typewriters, copiers, microfiche, microfilm equipment, mails and/or delivers materials.

**ADDITIONAL JOB FUNCTIONS (NOT CONSIDERED ESSENTIAL)**

Performs other related duties as required

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal  
General Office Equipment and printers

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School Diploma or GED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

A combination of education, experience and training that would demonstrate possession of the knowledge and abilities listed below and some training in clerical/secretarial experience that has included six months to two years of general office experience, document preparation and data processing activities.

**Licenses and Certifications:**

Typing/keyboarding certificate, less than four years old, showing a minimum of 40 words per minute.

Possession of a California Driver's License or the ability to travel from one court location to another as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:****Knowledge of:**

Correct English usage, written and spoken, including spelling, grammar, punctuation, and vocabulary.

Standard business arithmetic, including percentages and decimals.

General office procedures, policies and practices, as well as basic knowledge of computer ~~VDI~~ and other general office equipment.

**Skill in:**

Typing from rough draft or printed text using a word processor or typewriter at a rate of 40 words per minute .

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a ~~VDI~~ computer to accurately and rapidly enter and retrieve data and information.

Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and two-way radio base stations.

**Mental and Physical Abilities:**

Ability to work at a public counter

Ability to work rapidly and accurately in a fast paced, high-pressure environment.

Ability to communicate effectively and deal with people of diverse socioeconomic backgrounds and temperaments.

Ability to demonstrate tact and diplomacy.

Ability to comply with laws, regulations, and professional practices governing court operations.

Ability to make routine arithmetical calculations relating to case calendaring, fines, sentences and bails

Ability to use proper grammar (written and spoken), spelling and punctuation; maintain confidentiality of information.

Ability to recognize and respect limits of authority and responsibility. ~~work effectively with others.~~

Ability to operate a computer terminal.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

**Mental and Physical Abilities (continued):**

Ability to ascend and descend stairs while carrying files, exhibits, documents, case buckets, supplies, equipment, etc.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Physical ability to lift light articles, sometimes weighing up to 20 pounds and carrying of objects weighing up to 20 pounds; pushing and/or pulling objects weighing up to 20 pounds. Some duties may require carrying files through hallways and negotiating stairs. Lifting positions may be from the floor to the waist, and/or from the waist to an overhead position.

**Working Conditions:**

Work is performed in an - office and/or courtroom environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.